6   New, Open and Delete Functions

6.1 Introduction to the New, Open and Delete Functions

Whenever you open a Metrics function, the first thing you must do is select either **New** or **Open**. For information on selecting these options, see Section 5.3 *Menu Bar* and Section 5.4 *Tool Bar*. The remainder of this chapter contains a general explanation of these options, as well as the delete procedure. For information specific to a Metrics function, see the chapter in this guide devoted to that function. For example, to find out about how to open an existing Formal PreAward Surveys record, see the *Formal PreAward Surveys* chapter.

Note: Selecting **Open** allows you to display and edit a record that was previously stored, whereas selecting **New** allows you to create a new record.
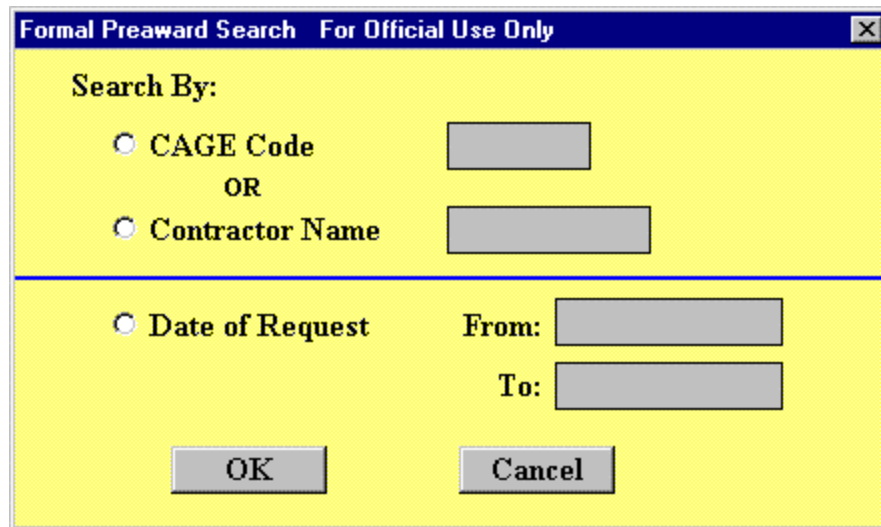
6.2 Inserting a New Record

To add (insert) a new record, click the **Insert** icon or select **File: New**. The system prepares the screen for you to begin entering the requested information.

Insert
Icon

6.3 Searching for an Existing Record

If you want to work with (view, edit or delete) an existing record, you must display that record. To find and select the record you want to display (open):

Search Icon

1. Click the **Search** icon or select **File: Open**. When you do this, a Search window, similar to the sample shown in Figure 6-1, pops up on your monitor. *(Note: Each function has its own Search window tailored to its specific needs.)*

Figure 6-1 Sample Search Window

2. Select the type of information for the search by clicking on the circle in front of what you want to search by. When selected, the circle is filled in.

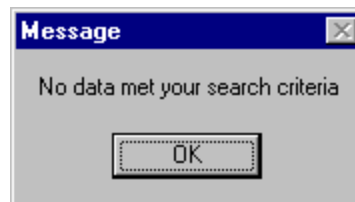3. Enter the information.

4. Click **OK**.

Note: In most cases, you *must* press **Tab** or **Enter** as a signal to your computer that the information was entered; otherwise, the search *will not* work.
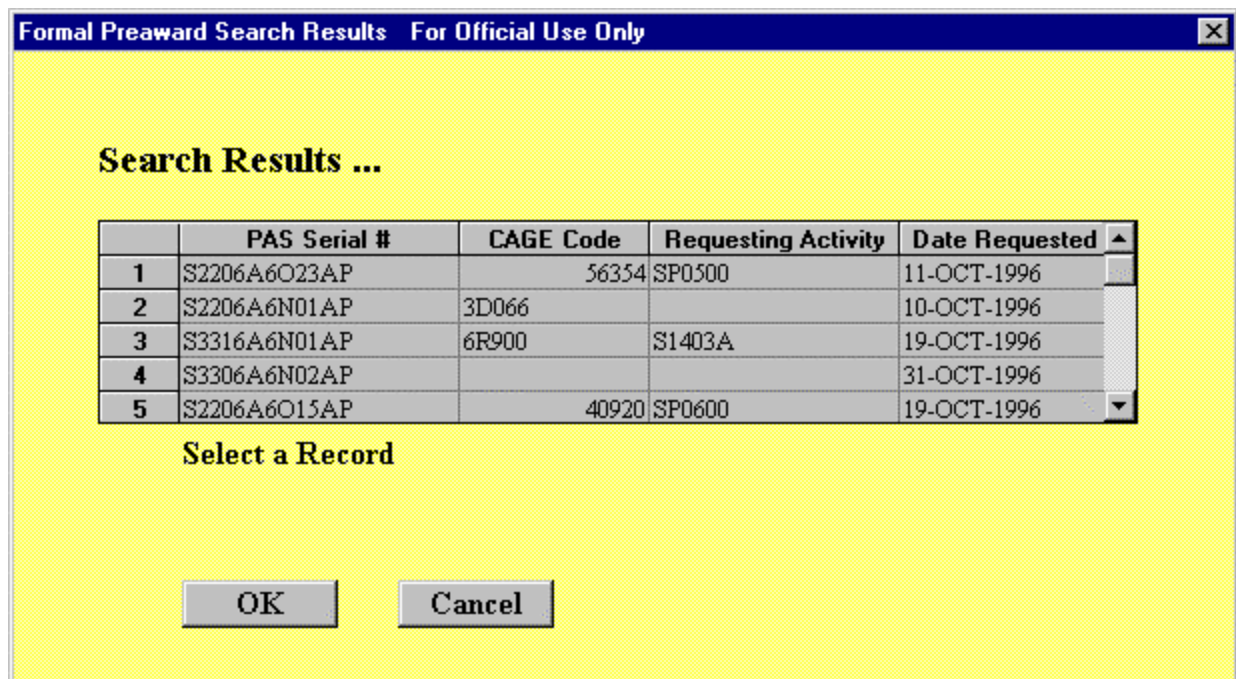

After you enter the information you want to find and click **OK**, one of the following things will happen.

- No records will be found that match the information you entered. If this happens, a message window similar to the one in Figure 6-2 pops up on your monitor. Click **OK** to close the Message window. You can then choose to search for a record again (**Open**), add a record (**New**), go to another Metrics function or exit the Metrics application.

Figure 6-2 No Data Found Pop-Up Message

- One or more records will be found that match the information you entered. If this happens, a pop-up window like the one shown in Figure 6-3 opens displaying all of the matching records.

	PAS Serial #	CAGE Code	Requesting Activity	Date Requested
1	S2206A6O23AP	56354	SP0500	11-OCT-1996
2	S2206A6N01AP	3D066		10-OCT-1996
3	S3316A6N01AP	6R900	S1403A	19-OCT-1996
4	S3306A6N02AP			31-OCT-1996
5	S2206A6O15AP	40920	SP0600	19-OCT-1996

Figure 6-3 Search Results Pop-Up Window

Note: You can close the Search pop-up window or the Search Results window at any time by clicking the **Cancel** button. This returns the original screen from which you may choose another option or exit the Metrics application.

Click the record you want. (Depending on how many matching records are found, you may have to use the scroll bar to view them all.) Information about the record you select is then displayed on your monitor where you can then view or edit (with some restrictions) it.

Note: For some Metrics functions, the information you enter into a Search window always identifies a unique record. There is no Search Results window for these functions. Instead, the system automatically displays that single record on your monitor.

6.4 Deleting an Existing Record

If you want to delete an existing record, you must first display it using the Search procedure (Section Figure 6-4). Once the record you want to delete is displayed:

1. Click the **Delete** icon or select **Edit: Delete**. A message (Figure 6-4) pops up asking you to confirm your deletion request.
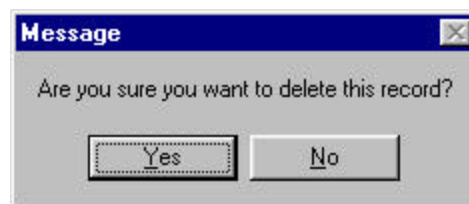
Delete
Icon

Figure 6-4 Delete Confirmation Window

2. Click **Yes** to delete. The system checks to see if any information you want to delete is "undeletable." If the record can be deleted, a message box informs you that it was successfully deleted (Figure 6-5).

Figure 6-5 Sample Delete Successful Message

3. If it cannot be deleted, a different message appears such as the one shown in Figure 6-6.
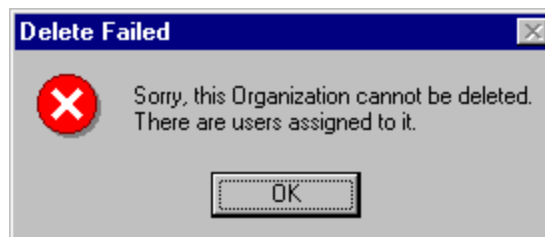

Figure 6-6 Sample Delete Unsuccessful Message

4. Click **OK** to close the message box.

The **Delete** option may be grayed out ("unselectable") for one of the following reasons:

- No record is displayed.

- The record displayed is one your are entering, but have not yet saved. (In this case, select **Cancel** to remove information.)

- Your user role does not permit delete capability.

If you are trying to delete a record, and receive a delete unsuccessful message, you have the following options:

- Delete all related (child) records, and then delete the main (parent) record. (See your DBA.)

- Change the information in the record to make it a "new" record.